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ABSTRACT

This document presents a descriptive documentation of the steps that were required in planning and evaluating an academic tour of special libraries that was sponsored by Mankato State University of Mankato, Minnesota. It is divided into five parts: (1) introduction, (2) internal and external tour procedures, (3) checklist of tour planning steps, (4) results of the tour, and (5) summary of tour planning and evaluation procedures. Appended materials include logistical forms used by the university for student participation, the evaluation form, and copies of correspondence with appropriate commercial firms. (JD)

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DESCRIPTIVE STUDY DOCUMENTING STEPS REQUIRED IN PLANNING A LIBRARY TOUR WITH SUBSEQUENT EVALUATION

by

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CHAPTER I

INTRODUCTION

In a period of educational change, institutions find it difficult for Academic Departments to fully meet the instructional needs of all pre- and in-service teachers through the use of on-campus facilities. Therefore, it is important that pre- and in-service teachers have sufficient exposure and/or direct experience through a variety of tours that are designed to meet specific educational needs. Tours for individuals or groups provide a way of obtaining specific information for personal needs. Tours help supplement educational opportunities and experiences that are available through the on-campus educational environment. Dieffenderfer (1977:10)

Historically, tours have been utilized as an integral part of the academic curriculum at Mankato State University by a number of Colleges and Departments, as evidenced by review of the graduate and undergraduate bulletins. Students can learn by participation in academic tours to Washington, D.C.; Las Vegas, Nevada; Salt Lake City, Utah; and London, England.

Field trips or school journeys have been a part of the public and private school environment since the days of the museum movement. Tours have many of those same instructional characteristics when utilized in higher education. On-site visitation and examination of primary source documents removes the vicarious learning that is a natural part of formal classroom instruction. Whenever instruction can be made more direct and

purposeful for the learner, as is possible with a tour, then the learning derived is made more realistic for each individual tour participant. Dale (1969:108-135)

Statement of the Problem

Step-by-step documentation of special instructional procedures required by Mankato State University for planning an academic tour has not been recorded, and a formal tour evaluation system has not been designed. Continual growth of the academic tour suggests the need for planning procedures to be descriptively recorded for use by others as a basis for planning future academic tours.

Purpose of the Study

The purpose of this study was to prepare a descriptive documentation of the steps required in planning and evaluating an academic tour of special libraries sponsored by Mankato State University. The step-by-step procedures included the necessary internal and external requirements imposed on the tour director and planner. The internal requirements were both academic (credit-bearing) and non-academic (procedural). External requirements varied according to the special purposes suggested by the tour itself.

Justification for the Study

Mankato State has not established written guidelines concerning policies and procedures required for planning, organizing, and conducting academic tours. A first step in developing written guidelines is the recording of internal and external procedures required to operationalize

an academic tour. Considerable time and energy is expended by faculty because a step-by-step procedure for tour planning, based on specific internal institutional requirements that remain relatively consistent regardless of the type of tour being planned is not available. Recording the step-by-step procedures by careful documentation of actual tour activities is one way of sharing information, thus reducing the time and energy expended.

Limitations of the Study

The major limitation for this study was the selection of special libraries as the focus of the tour to be documented. Other tours could have external factors not encountered in the special library tour. The mode of transportation used had a direct effect on the planning of the tour. Automobile transportation is a special limitation for this study.

Assumptions of the Study

The assumption is made that documentation through recording of the step-by-step procedures used to plan and evaluate a tour of special libraries will be helpful to the faculty at Mankato State University who may be planning similar activities. It is further assumed that the study has the potential to reduce the amount of frustration individual faculty members have with the tour planning process, as well as to conserve individual time and energy.

Definition of Terms

Academic tour: An instructional credit-bearing experience to off-campus sites, sponsored by an educational institution and instructed

by a faculty member of the sponsoring institution.

External procedures: Site location step-by-step planning, beginning with pre-site visits and including all required planning (motels, transportation, tour reservations) for the tour outside of the institution.

Instructor/Director: A qualified faculty member from a sponsoring institution who is in charge of the academic tour.

Internal procedures: The step-by-step policies and procedures required by the sponsoring institution that must be complied with to initiate and carry out an academic tour.

Motor coach transportation: The transportation by bus of tour participants on a licensed conveyance.

Pre-site visits: A pre-planning visit to site locations under consideration for academic tour.

Special Libraries: For the purpose of this study, special libraries include the Eisenhower, Truman, and Hoover Presidential Libraries, and the Iowa Masonic Library.

Tour agent: A representative of a licensed commercial travel agency who submits a proposed travel itinerary for consideration by a client.

Tour director: A term used interchangeably with instructor/director in this study.

CHAPTER II

INTERNAL AND EXTERNAL TOUR PLANNING

Literature Search

A computerized search of the Educational Resources Information Center data base was made in early February of 1979, to determine the existence of information on tour planning. The following descriptors were used: Colleges/IT or University/IT, or Higher Education/IT, Instructional Trips or Tours/IT or Tour or Travel/IT, or Field Trips/IT, generating an excessive number of documents related to tours, travel or field trips. A decision was made to use a single descriptor, Educational Trips, which produced fifty-nine documents. After reviewing the abstracts of the fifty-nine documents, only one was found to have direct application to the planning of academic tours. In addition, Education Index and Library Literature Index were searched for appropriate entries. In all, little information was found that was useful in planning and evaluating academic tours, with the exception of one key document.

Dieffenderfer (1977:14) recommends that planning for a tour include funding, clearances, mode of travel, and client participants. Funding must include determining the associated costs of the tour and the available sources of funding. Vouchers for reimbursement may be required depending on the agency involved. Institutional clearances and permission to host a tour should be obtained at the beginning of the planning process. Mode of travel has direct cost implications, and movement of participants must be considered when selecting a method of

travel. In regard to participants, the tour director must decide on the size of the group, conduct pre-site visits to discuss key experiences to be provided throughout the tour, determine personal objectives and site details such as time, special on-site costs, and include a participant oral or written final evaluation of their experiences.

When sites have been selected and tour visit contact made, a number of specific arrangements should be kept in mind:

1. Contact host before arrival by phone and with follow-up letter.
2. Obtain necessary number of informative material packets, if available, about tour site.
3. Discuss availability of resource material for tour participants.
4. Discuss accommodations.
5. Have alternate plans available if problems arise.
6. Discuss date of travel and visitation itinerary.
7. Obtain and discuss clearances from the hosts for any photography and interviews, as well as necessary forms.
8. Discuss any anticipated video or audio recordings.
9. Check on insurance coverage and safety precautions.
10. Send follow-up letter confirming all details of tour. Dieffenderfer (1977:15)

Another consideration of Dieffenderfer (1977:16) was follow-up of the tour, which includes a thank-you note to the host site and/or institution. When an academic credit producing tour is conducted, previously agreed upon reports or follow-up activities should be developed.

Another major area discussed was the evaluation of the tour. The tour should be evaluated based on the stated objectives for the sites visited and the types and quality of experiences produced. The evaluation should be part of the planning portion of the tour. Dieffenderfer (1977:16)

The tour planner should develop a resource file which includes possible site visits, subject areas involved, date of contact, names,

addresses and phone numbers of site or responsible agency, number of participants the agency or organization was willing to handle, amount of lead time required for visit, type of experiences available including a guide, instructional material available, time required for various visits, and evaluation comments. Dieffenderfer (1977:17, 18)

Administrative detail was another key area cited by Dieffenderfer (1977:24). Included as a part of this area was an examination of existing policies and procedures, establishing new policies and procedures, and the establishment of a step-by-step planning checklist. Examination of existing University tour policy should identify policies in relation to funding, reimbursement, insurance, and clearances. Identification of specific safety rules should take place for the purpose of maintaining an accident-free tour.

Under the heading of establishing policies and procedures, two concerns were mentioned by Dieffenderfer (1977:24), time and need. Time-related considerations include (1) establishment of contacts with tour sites, (2) participant time schedules, (3) time requirements to travel to and from the sites, and (4) time requirements to preview the sites. Participant needs determine the extent to which individual objectives are met and is limited by the realities of each experience available. The extent to which individual objectives are met is limited to the amount of learning that would occur through observation and interviewing. Included in the administrative details for planning is a step-by-step checklist, listing the major items required when planning site visits. Dieffenderfer (1977:25, 26)

1. Develop and maintain site visit resource file.
2. List needs of potential visit participants.
3. List objectives of visit.
4. Determine sources of funding.
5. Determine if credit is part of plan, take appropriate action.
6. Inform interested potential participants about visit.
7. Investigate and obtain needed clearances.
8. Determine essential information for potential site visits.
9. Develop list of participants.
10. Determine size of participant group.
11. Plan transportation.
12. Plan accommodations.
13. Determine insurance coverage.
14. Determine total costs associated with visits.
15. Develop visit itinerary.
16. Write follow-up letter confirming details of visits.
17. Determine if report will be required from participants.
18. Conduct pre-visit orientation.
19. Conduct evaluation with tour host.
20. Conduct evaluation with participants.
21. Write thank-you letters to host organization.
22. Conduct follow-up activities.

Methodology

An educational tour experience for public and school librarians was considered by this writer following a pre-site visit in August of 1978 to the Eisenhower, Truman, and Hoover Presidential Libraries, and the Iowa Masonic Library. A review of literature was made, locating one document that was extremely helpful in planning and evaluating tours. As a result of the pre-site visit, planning for the actual special library tour in the summer of 1979 proceeded. By careful step-by-step recording of the internal and external procedures necessary for planning and evaluating a tour of special libraries, a checklist of documented procedures appropriate for Mankato State University was developed.

Tour objectives were established by the tour instructor/director. These objectives were written for the special libraries tour participants with careful consideration of the academic course requirements established

by the Instructional Media and Technology department of Mankato State University.

The tour objectives were as follows:

1. To have school librarians interact with each other and obtain new media ideas for their respective schools or libraries.

2. To have classroom teachers interact with the members of the tour in order to receive new and different ideas that would be useful in their respective positions.

3. To acquaint the participants with what is available at the various libraries, such as tours, slides, books, stationery, pamphlets, and sale items.

4. To acquaint the participants with the research facilities that are available at the tour sites.

Mankato State's Internal Procedures

In October of 1978, the Instructional Media and Technology department chairperson processed the necessary forms to offer, during the 1979 Summer Sessions I or II, a Presidential Library Tour. An early decision to proceed with the tour was necessary in order to meet institutional bulletin and scheduling requirements. In January 1979 a decision was made for the writer to be the instructor/director of a tour to the Eisenhower, Truman, and Hoover Presidential Libraries, and the Iowa Masonic Library, located in the Midwestern states of Kansas, Missouri, and Iowa. Questions that the writer asked himself were: how does one arrange a tour of this nature; with whom does one talk; how much does a tour cost; can academic credit be given? Many additional questions were asked as time

went on. Since the decision had been made by the writer to instruct/direct this tour, the department chairperson was consulted. During the initial discussion period with the department chairperson, exact dates of the tour were formalized. Following departmental approval, the college dean was consulted to give his approval. After discussion with the department chairperson and college dean, it became necessary to file an instructional form entitled "Variable Sub-Title Course Request" (see Appendix A, Form 1, p. 39) requiring approval of the department chairperson and college dean. For final approval, the form went to the Registrar's Office.

The tour instructor/director was required to apply for approval to teach graduate level courses by filling out the form entitled "Temporary Graduate Faculty Request" (see Appendix A, Form 2, p. 40). When approved, the form was returned to the instructor/director by the Graduate Office.

Development of a tour brochure was the next step taken. An initial discussion with a tour/travel agent produced a written proposal for utilizing motor coach travel. The proposal submitted by the tour/travel agent and additional ideas generated by the tour director resulted in a draft copy for the brochure. Formal layout began taking shape, and the University Reprographics Service was contacted for composition and printing services. During the printing of the brochure, computer printout mailing lists were obtained from various sources. Waiting for the mailing lists and brochures to be completed allowed time to contact the Academic Vice President informing him of the pending tour, and asking about any special institutional policies or guidelines. One policy

mentioned was a form, obtained from the Resource Management Office, called "Tour Participant Release Form," (see Appendix A, Form 3, p. 41) which must be completed by each tour participant prior to departure.

The University Relations Office was contacted. Information regarding the tour dates, times, and costs was needed to prepare news releases for the local media: Free Press, MSU Reporter, and KRBI radio (see Appendix B, p. 55). To publicize the upcoming tour, colored slides were made for pssible use as spots with local TV stations.

Two weeks passed; the brochures were received from the University Reprographics Service. Student help was directed to place mailing labels on the brochures and to mail them (see Appendix C, p. 57) to prospective participants, initiating a waiting period for prospective applicants.

After receiving down payments and tour reservations, the tour director made cash deposits with the University Cashier; cash deposit accounts had been previously established. Deposit receipts were retained for possible future use (see Appendix A, Form 4, p. 42). Letters were mailed to participants acknowledging all down payments. (see Appendix D, p. 59)

Upon receipt of letters requesting basic tour information, the instructor/director sent the material requested, which included plans for private auto parking while on tour and arrangements for payment of fees for academic credit.

The next step was to obtain transportation through the University's motor pool. Several options were open since the motor pool consisted of thirteen-person passenger vans, nine-person passenger station

wagons, and six-person passenger vehicles. The instructor/director had the departmental secretary file the "Use of State Vehicles" form (see Appendix A, Form 5, p. 43) with the University Vehicle Office. Since three station wagons were requested to travel approximately fifteen hundred miles round trip, prior approval of the college dean was necessary. Information was mailed to participants registered for the tour about obtaining regular or additional credit by completing the "Report of Independent Study of Problems Courses" form (see Appendix A, Form 6, p. 44).

As the participants' down payments were received, a roommate roster was prepared for acceptance or rejection. Since the deadline for registration had arrived, with the minimum participant numbers reached, the tour was scheduled.

The instructor/director calculated the total tour costs which included (1) transportation costs (number of miles times sixteen cents per mile times the number of vehicles), (2) motel costs (including tax and luggage handling), (3) necessary admissions, (4) meals times number of drivers, (5) tolls, (6) parking fees, (7) costs for instruction of tour where needed.

Arrangements were made with Extended Campus personnel to obtain an adequate number of class registration forms: "Mankato State University Registration Form--Extended Campus Only" (see Appendix A, Form 7, p. 45). At the same time the Registrar's Office was contacted, securing the forms: "Mankato State University Registration Form--Fee Statement--Activity Ticket," (see Appendix A, Form 8, p. 46) and "Request for Admission to Class Mankato State University" (see Appendix A, Form 9, p. 47). All

the required registration forms were completed before tour departure either through pre-registration or on campus. Some forms were brought along on the tour and disseminated to the participants for their final completion during the pre-in-service get-together the first evening of the tour. A special evaluation form was prepared by modifying Deffenderfer (1977:42) form "Participant Evaluation of Tour" (see Appendix A, Form 10, p. 48) and distributed to each participant for completion and return after the tour. This form consisted of twenty-five questions and statements relating to the participant's experiences on the tour. In addition, participants were asked to include their own objectives for going on the tour.

A final "go" letter to each participant was mailed and included the itinerary, road routes, addresses and telephone numbers of the participating motels, room roster and map of the University campus (see Appendixes E, F, and G, pp. 61, 63, and 65).

A form, "C.S. 1400," (see Appendix A, Form 11, p. 51) was prepared by the department secretary and sent to the University Business Office to obtain the necessary funds to pay for contracted obligations.

A final letter with last-minute changes was sent to participants (see Appendix H, p. 67). Those participants who had a refund, due to overpayment, were approved and processed by the University Business Office for payment (see Appendix A, Form 12, p. 52). Another "C.S. 1400" (see Appendix A, Form 13, p. 53) was processed to cover a tour cancellation after the deadline date of one participant who was ill. With planning and scheduling completed, the instructor/director met with the

eighteen participants and drivers at the prescribed place and time for tour departure.

Problems Encountered in or with Internal Planning

Institutionally-related planning problems included:

1. Administrative requirements for approval of instructor and course offering for credit.

2. Ability of Reprographic Unit to be responsive in a timely manner to duplicating needs for course and travel materials.

3. Approval of persons to drive state cars and/or vans. (Vans require a valid "Class B" license.)

4. Restrictions on where gas may be purchased.

5. Lack of exact data on exact mileage, admissions costs, tolls for freeways, and parking fees.

6. Unresponsiveness of University pre-registration system in providing names of pre-registered students in order that contact could be made with them.

7. Lack of opportunity to meet with students prior to actual departure time.

External Agency Planning Procedures

Names of tour and travel agencies were obtained from local and Minneapolis-St. Paul telephone directories. The agencies initially included were Greyhound Travel Bureau; American Automobile Association; Globe Travel; Travel and Transport, Incorporated; Lutes Travel; Holiday Tours; and Travel Tours. After telephone contact with these agencies, the instructor/director selected those that were interested in preparing

a proposal for a tour of this kind. The four selected agencies were American Automobile Association and Lutes Travel of Mankato, Minnesota; Globe Travel of Minneapolis, Minnesota; and Travel Tours of Milwaukee, Wisconsin. Specifications were given to the selected agencies, including places to visit on the tour, and minimum and maximum number of participants. Cost estimates were requested to include air-conditioned motor coach, admissions, road tolls, parking fees, luggage handling, individual liability insurance for the four days, and type of occupancy. Two weeks were given each travel agency to prepare proposals for submission to the instructor/director.

A phone call to the four libraries to be visited was made to obtain tour permission, including specific dates and times. This procedure could have been accomplished by letter, but time was an important factor at this stage of planning. However, a written confirmation was needed for documentation of arrangements. A selection of one tour agent was made after final proposals were received from the tour agencies. (see Appendix I, p. 69) Selection of the tour agency was based on completeness of the proposal. The instructor/director phoned the agency chosen, and a letter of written acceptance followed. The remaining agencies were notified by letter stating another travel agent had been chosen. The selected tour agent was informed at regular intervals of the number of participant applications received. Several copies of the final brochures were sent to the tour agency for their information and records. Not enough participants had registered by the deadline date; therefore, the tour agent was informed by the instructor/director that the motor coach tour could not be offered.

At this point in planning, a decision was made whether or not the tour should be scheduled using transportation other than motor coach. The decision was contingent upon making appropriate arrangements with motels and for transportation. Contacts by phone were made with Best Western Inn, Abilene, Kansas; Holiday Inn Fun World, Kansas City, Missouri; Holiday Inn, Amana, Iowa, for information concerning room accommodations. Transportation using three University station wagons was also scheduled.

Since a change in original circumstances had been made, the change had to be approved by the eighteen participants. Each participant agreed to the changes, and tour planning continued. Follow-up letters of confirmation to special libraries (see Appendix J, p. 76) were made approximately three weeks prior to departure time, informing the libraries of the number of participants, dates and times of arrival, and approximate time allotted for the guided tour. A letter of written confirmation (see Appendix K, p. 78) was sent to the motels, and deposit payment processed by the University Business Office. (see Appendix A, Form 14, p. 54) A room assignment list was sent to each motel.

Problems Encountered in or with External Planning

Problems related to agencies outside the University included:

1. Time made available for contacting the tour and travel agents to receive their written proposals and coordination of this process with other concurrent planning functions.

2. Minimum participant numbers necessary to make tour financially feasible when using commercial travel agency.

3. Tour changes necessitated by having insufficient participant numbers to use commercial travel agency.

4. Lack of coordinated location for receiving tour registration forms and communicating current information on registration numbers and student names and addresses.

5. Change in tour costs and arrangements necessitated by not using commercial travel agency.

6. University policy which disallows refunds the last fourteen days before tour departure.

7. Installation of CBs used for communication between vehicles delayed by non-return of a vehicle until late the evening before departure.

8. Use of three separate vehicles which generated problems meeting pre-scheduled times for gas and meals.

9. Availability of gas for vehicles due to gas shortage and truck strike.

10. Procedures for establishing deposit accounts for University funds.

11. Process of arranging room and car assignments, while taking into consideration the factors of sex, age, smoking or non-smoking.

12. Difficulty of the process for making refunds for pre-registered participants that cancel the tour with approval of the instructor/director.

13. Lack of social activities during tour.

14. Lack of time for side tours or visits.

CHAPTER III

CHECKLIST OF TOUR PLANNING STEPS

Introduction

The checklist provided in this chapter is a product of the literature survey and resulting documentation of an academic tour of special libraries and an evaluation of the academic tour. The checklist provides a step-by-step procedure for planning and organizing an academic tour at Mankato State University. Subsequent tours may need to alter the checklist based on their special needs; however, the internal and external list will meet most basic planning requirements.

The checklist has been broken down into internal (institutional) and external (site locations) step-by-step procedures, followed by a combined list of sequential planning procedures.

Checklist of Internal Tour Planning Procedures

I-1. Make an early decision on the specific type of tour.

I-2. Consult with department chairperson regarding feasibility, permission, and exact dates of tour.

I-3. With departmental approval, secure college dean's approval.

I-4. Complete "Variable Sub-Title Course Request Form" (see Appendix A, Form 1, p. 39) with signatures of department chairperson and college dean; send to Registrar's Office for final approval.

I-5. Eliminate this step if prior approval has been obtained. For individuals not on permanent graduate faculty, fill out "Temporary

Graduate Faculty Request" (see Appendix A, Form 2, p. 40), and process through department, college, and graduate dean for action and approval.

I-6. Formalize brochure; use tour agent travel proposal, including instructor/director's ideas to create a rough draft.

I-7. Contact University print shop for composition and printing services after formal layout takes place.

I-8. Obtain computer printout mailing lists from available sources.

I-9. Contact Academic Vice President, informing him/her of pending tour, inquiring into any special institutional policies or guidelines.

I-10. Obtain from Resource Management "Tour Participant Release Form" (see Appendix A, Form 3, p. 41) and have all participants complete form prior to departure of tour.

I-11. Visit the office of University Relations for possible preparation of news releases for local media, including college and local newspapers, radio, and television.

I-12. Upon receipt of brochures, use student help when available to apply mailing labels. (see Appendix C, p. 57)

I-13. Establish a cash receipt account with the Business Office.

I-14. Make deposits with University Cashier, upon receipt of down payments for tour reservations.

I-15. Retain deposit receipts for possible future use. (see Appendix A, Form 4, p. 42)

I-16. Mail letters to acknowledge down payments. (see Appendix D, p. 59)

I-17. Send letters to those requesting tour information.

I-18. Departmental secretary completes and sends "Use of State Vehicles" (see Appendix A, Form 5, p. 43) to college dean for preliminary approval.

I-19. The college dean sends the approved form to the University Vehicle Office.

I-20. Mail additional materials requested to participants, for example, "Report of Independent Study of Problems Course" (see Appendix A, Form 6, p. 44).

I-21. Prepare roommate list for acceptance or rejection.

I-22. Make decision to schedule or cancel the tour when pre-registration deadline occurs.

I-23. Instructor/director calculates total costs including transportation, motels, motel tax, luggage handling, admissions, meals (if included), tolls, parking fees, and cost of instruction.

I-24. Contact Extended Campus to obtain necessary registration forms, "Mankato State University Registration Form--Extended Campus Only" (see Appendix A, Form 7, p. 45).

I-25. Contact Registrar's Office for forms entitled "Mankato State University Registration Form--Fee Statement--Activity Ticket" (see Appendix A, Form 8, p. 46) and "Request for Admission to Class Mankato State University" (see Appendix A, Form 9, p. 47).

I-26. Prepare "Participant Evaluation of Tour Form" (see Appendix A, Form 10, p. 48).

I-27. Mail the letter to participants explaining the tour is "go!"; include itinerary, road routes, addresses and phone numbers of motels, room roster and map of University campus.

I-28. Meet with participants in a pre-planning session.

I-29. Send a final letter with any last-minute changes to all of the participants.

I-30. Process any refunds for overpayment through the University Business Office.

I-31. Have departmental secretary process necessary "C.S. 1400" forms (see Appendix A, Form 13, p. 53) to cover cancellation of any participant approved by instructor/director.

I-32. Prepare a "C.S. 1400" to obtain the funds to pay for contracted obligations (see Appendix A, Form 11, p. 51).

I-33. Meet tour participants at prescribed time and place; disseminate the "Participant Evaluation of Tour Form" (see Appendix A, Form 10, p. 48) for completion for return one week after returning from the tour.

Checklist of External Tour Planning Procedures

E-1. Make a pre-site visitation for developmental planning.

E-2. Develop and maintain site visit resources file.

E-3. Obtain names of a number of tour and travel agencies.

E-4. Contact a number of travel agencies to determine willingness to provide service.

E-5. Give specifications of tour to each agency in E-3 above, acknowledging available service.

E-6. Set a two-week deadline with agencies to prepare their respective proposals.

E-7. Phone tour sites to be visited to obtain clearances and permission for use of any photography, audio or video recordings, including dates and times desired.

E-8. Write for written confirmation of E-6 above.

E-9. Instructor/director selects tour agent with best proposal.

E-10. Instructor/director phones selected tour agent indicating proposal acceptance.

E-11. Write remaining tour agents of non-acceptance of their proposals.

E-12. Inform tour agent at regular intervals of the number of tour applications received.

E-13. Send several copies of completed brochure to selected tour agent.

E-14. When deadline date for registration arrives, decide to continue or cancel tour, depending upon the number of registrations received.

E-15. Cancel tour with tour agent when sufficient registrations have not been received to meet motor coach minimum.

E-16. Initiate new plans to use an alternate form of transportation to meet the needs of a smaller group.

E-17. Make new tour arrangements with motels and transportation.

E-18. Phone entire group of pre-registered participants for approval of all the required changes; let applicants know that tour is short participants and with their help may fill the tour.

E-19. Follow-up confirmation letters to tour sites prepared (see Appendix J, p. 76) approximately three weeks prior to tour arrival.

E-20. A letter requesting confirmation of motel services is sent.

E-21. Prepare a "C.S. 1400" for down payment of pre-contracted accommodations. (see Appendix A, Form 11, p. 51)

E-22. Room assignments roster sent to motels.

Sequential Planning Procedures Combining Internal and External Checklists

E-1. Pre-site visitation.

I-1. Make early decision.

E-2. Develop and maintain site visit resources file.

I-2. Departmental approval.

I-3. College dean academic approval.

I-4. "Course Request Form" (see Appendix A, Form 1, p. 39).

E-3. Obtain agencies' names.

E-4. Contact agencies to provide services.

E-5. Tour specifications.

E-6. Two-week proposal deadline.

E-7. Phone for tour site permission.

E-8. Written tour site permission.

I-5. "Temporary Graduate Faculty Request" (see Appendix A, Form 2, p. 40).

E-9. Tour agent selected.

E-10. Phone tour agent of proposal acceptance.

E-11. Write tour agents not accepted.

I-6. Formalize brochure.

I-7. Contact University print shop.

I-8. Obtain computer mailing lists.

I-9. Contact Academic Vice President.

E-12. Inform tour agent at regular intervals.

I-10. "Tour Participant Release Form" (see Appendix A, Form 3, p. 41).

I-11. University Relations visit.

I-12. Student help with mailing brochure.

E-13. Send brochure to tour agent.

I-13. Establish cash receipt account.

I-14. Make deposits to University Cashier.

I-15. Deposits receipts retained (see Appendix A, Form 4, p. 42).

I-16. Down payment acknowledgment letters (see Appendix D, p. 59).

I-17. Tour information letters sent.

I-18. "Use of State Vehicles" (see Appendix A, Form 5, p. 43).

I-19. College dean sends approval.

I-20. "Report of Independent Study or Problems Courses" (see Appendix A, Form 6, p. 44).

I-21. Prepare roommate list.

I-22. Tour decision made at this time.

E-14. Deadline date of registration.

E-15. Cancel Tour.

E-16. Initiate new plans.

I-23. Calculate total tour costs.

E-17. New tour arrangements with motels.

E-18. Phone participants of changes.

E-19. Follow-up site confirmation letters (see Appendix J, p. 76).

I-24. Registration Form--Extended Campus (see Appendix A, Form 7, p. 45).

I-25. Fee Statement (see Appendix A, Form 8, p. 46) and Admission Card (see Appendix A, Form 9, p. 47).

I-26. "Participant Evaluation of Tour Form" (see Appendix A, Form 10, p. 48).

I-27. Tour letter "go!"

E-20. Letter of confirmation for motel services.

E-21. "C.S. 1400" for hotel down payment (see Appendix A, Form 14, p. 54).

E-22. Room assignment motel roster.

I-28. Pre-planning session.

I-29. Letter of last-minute changes.

I-30. Process refunds for overpayments.

I-31. "C.S. 1400" for participant cancellation rebate (see Appendix A, Form 13, p. 53).

I-32. "C.S. 1400" for payment of contracted obligations (see Appendix A, Form 11, p. 51).

I-33. Meet tour participants.

CHAPTER IV

RESULTS OF THE TOUR

Introduction

This chapter summarizes the results of the Presidential and Special Libraries Tour conducted through Mankato State University, June 10 through 13, 1979. An evaluation form was prepared by the instructor/director during the planning stages of the tour for each participant to complete upon return from the tour. Eighteen participants registered for the tour, with sixteen participants registered for credit and two participants registered in non-credit status. Eighteen "Participant Evaluation Tour" forms were handed out and sixteen returned for an 88 percent return. The forms not returned were those of participants registered for non-credit. The form consisted of twenty-five statements, requesting both objective and narrative information.

Procedures Used for Evaluation

The evaluation form (see Appendix A, Form 10, p. 48) was constructed by the instructor/director following a similar format devised by Dieffenderfer (1977:42). Modifications to the form were based on the unique characteristics of this tour. The first seven statements gathered specific data about the participants. The next two statements dealt with participant objectives which they hoped to achieve on the tour. One question asked for five strong and five weak points and how the participants felt about this tour. Several statements pertained to the sites selected, costs, routes, travel, and motel accommodations.

Other statements related to instructor/director's performance, including documentation, objectives, organization, sites chosen, and pre-planning sessions. Two of the final questions related to recommendations for future tours and whether or not the participants would consider another tour in the future. The objectives stated by individuals were:

1. Five persons wanted to become acquainted with different types of libraries.
2. Eleven persons wanted to gain information and take meterial, pictures, pamphlets and photos back to their respective schools.
3. Eleven persons wanted to know how the Presidential Libraries stored and arranged their materials.
4. Nine persons wanted to know the various sources of these library materials.
5. Five persons wanted to acquire new ideas for their classroom study units about the personal lives of presidents.
6. Two persons wanted to view different library plans, layouts and research facilities.
7. Four persons wanted the tour for credit for their local school.
8. Five persons had the objective of exchange of ideas with other educators.
9. Two persons had the objectives of going for personal enjoyment and something different.
10. Two persons wanted to know if materials were for loan, copy (and how much did they cost or were they free?)
11. Two persons wanted to learn more about Masonry.
12. Three persons wanted to be able to visit with other librarians.

13. Four persons wanted to see libraries and museums without a particular purpose in mind.

14. One person wanted to make new friends.

15. One person wanted to take a university-sponsored tour.

Analysis of Evaluation

The objectives of the participants of the tour were varied, but some patterns of similar objectives did emerge. Seventy-eight percent of the participants said their objectives had been met, 61 percent indicated "very well," and 1 percent indicated "well." Sixty-one percent stated they had the opportunity to interact with the tour site personnel, while 1 percent said "somewhat" and 1 percent said "no." Thirty-three percent responded "yes" and 44 percent said "no" when asked if enough time had been allotted for the entire tour.

Besides allotting enough time for the entire tour, the form was divided by individual libraries visited. Thirty-three percent responded "yes" and 44 percent responded "no" to having enough time at the Eisenhower Library. Responding to having enough time at the Truman Library, 61 percent said "yes," 17 percent said "no." Thirty-nine percent responded both "yes" and "no" to enough time at the Hoover Library. Seventy-two percent responded "yes" and 1 percent said "no" to enough time at the Iowa Masonic Library.

Of the four sites visited, 39 percent said that the Eisenhower Library gave them the most satisfaction, while 11 percent said the Truman Library gave them the most satisfaction. Thirty-three percent were most satisfied with the Hoover Library. Only 1 percent stated the Iowa

Masonic Library gave them the most satisfaction. Sixty-one percent believed they received all the necessary documentation prior to the trip while 11 percent said they did not.

Responding to the question: "Did you as a participant expect more from your instructor/guide than you received?" no one responded "yes," while 72 percent stated "no." Sixty-six percent responded "yes" and 1 percent said "no" when asked if the instructor's objectives were explained to their satisfaction. Asked how well the tour sites were organized, 61 percent said "very well," 22 percent stated "well," and no one checked "not well." Fifty percent would have attended a pre-planning session at the University if not required, and 22 percent if required.

Seventeen percent of the participants said it would be to their advantage to attend a pre-planning session, while 39 percent said it would be a disadvantage. Seventy-eight percent said the overall cost of the tour was worth what they received in return. Seventy-eight percent were pleased with the travel arrangements. The accommodations at the various motels were unanimously rated "good to excellent." Sixty-six percent would consider such a trip next summer, while 39 percent said "no."

Specific Comments of Participants

Strong points of tour were stated as:

1. "Well organized."
2. "Tour leaders were good and well received at each site."
3. "Able to see behind the scenes."

4. "Kept on time schedules."
5. "Arrangements made ahead."
6. "Accommodations excellent."
7. "Breaking into smaller groups."
8. "The dedication the library site tour personnel had."
9. "Came away more informed and with many interesting things."
10. "New friendships and idea exchange."
11. "Group excellent and friendly."
12. "Very educational."
13. "Flexibility to accommodate participants."
14. "Eisenhower favorite site."
15. "Four days away from home."
16. "Roommates--terrific gals."
17. "Drivers and instructor very courteous and safe and use of CBs."
18. "Instructor/director's sense of humor, patience and tact."
19. "Time for self-directed activities."
20. "Going back in history provided good perspective."
21. "Good selection of sites."
22. "Reasonable cost."
23. "Good weather."

Weak points of tour were stated as:

1. "Station wagons' use."
2. "No air-conditioning."
3. "Long first day."
4. "Not enough time allotted."
5. "Not enough time for yourself at night."

6. "Behind scenes would be enough with one library and not needed at all sites."
7. "More time at the museums."
8. "Not knowing if in class or not."
9. "Rushed."
10. "More relaxed in a bus."
11. "Need to get acquainted with others, no introductions."
12. "Addiction to food."
13. "Repetition at various sites."
14. "No group or discussion meetings."
15. "Too late meal schedules."
16. "Not advertised enough."
17. "Question and answers hard when traveling in three vehicles."
18. "More interaction needed."
19. "Poor tour guide at the Truman Library."

Recommendations for future tours were stated as:

1. "A bus would be more comfortable."
2. "I would recommend an air-conditioned bus."
3. "More time will have to be given at the Truman Library and museum."
4. "It would have been nice if there would have been more time to browse at Eisenhower Museum and Old Abilene."
5. "An orientation a little at a time could have been done at this time."
6. "Much less tiring, more movability and comfortable on an air-conditioned bus, not as much time lost getting gas and for bathrooms, and snack breaks."
7. "Not to be too long of a tour."

8. "Not to be too expensive."
9. "In a bus the group becomes more acquainted."
10. "I recommend a bus even if cost more."
11. "It seems as if teachers aren't aware of this tour or think it is only for librarians, more notification is necessary."
12. "Day longer so we could have more free time to explore the area we stopped in."
13. "It might be possible to have 20th century history students have such a tour as an elective in their programs."
14. "I would recommend any librarian or teacher to take it to become better informed about this period of our history and available materials."
15. "Reversing the route and starting with the Masonic Library."
16. "I would recommend a similar tour to anyone considering it."
17. "Keep them coming."
18. "More notification is necessary."
19. "Find out what areas tour participants interested in and have special points of interest for them."
20. "Let applicants know the status of things so if you are short a few participants, they can talk to friends and fellow workers and can maybe get enough to fill out the tour."

CHAPTER V

SUMMARY OF TOUR PLANNING AND EVALUATION PROCEDURE

Introduction

Touring by automobile was an exacting experience requiring a considerable amount of advanced planning and follow-up. This descriptive study dealt with internal (institutional) and external (site location) planning and evaluation of a tour to special libraries during June of 1979.

Summary

Mankato State University has been conducting academic tours for several years to a variety of locations within the continental United States and abroad. Mankato State has not established any written guidelines concerning procedures for planning, organizing, or conducting academic tours. The purpose of the study was to document the step-by-step procedures necessary to plan and evaluate an academic tour. Limiting the planning procedure to a descriptive tour of the Eisenhower, Truman and Hoover Presidential Libraries and the Iowa Masonic Library by automobile focused the documentation on special libraries. A careful review of the available literature found only one document specifically pertaining to planning of academic tours for educational institutions. Tour objectives were established after a pre-site visit in August of 1978. Approval of the tour objectives by appropriate

authority initiated the development and planning stage of the special libraries academic tour.

Internal (institutional) and external (site location) planning and evaluation procedures were carefully detailed in a documented step-by-step descriptive process. The results of the step-by-step planning documentation produced a checklist of internal and external procedures for consideration by future tour planners. Where appropriate, checklist procedures refer to entries in the appendix where actual forms, sample letters, and tour proposal information are provided. The checklist establishes an order of procedure which allows advanced planning of more than one activity at the same time.

Use of an academic tour evaluation, filled out by participants, gave insight into the strengths and weaknesses of the special libraries tour as viewed by the participants.

Analysis of the evaluation instrument provided feedback concerning personal objectives achieved, sufficient time for participant interaction, prior trip documentation received, expectations participants had of their instructor/director, monetary outlay, and time and effort taken. The results of the evaluation should help future academic tour planners minimize the negative aspects of the academic tour.

Conclusion

1. Step-by-step documentation of planning procedures provided a basis for a checklist.

2. The checklist is a viable tool for academic tour planning since it has been field tested.

3. The evaluation instrument provided sufficient information for future planning and continual development of academic tours.

4. Success of the special libraries tour was in evidence by the responses given on the Participant Evaluation of Tour form.

5. Use of the checklist, appendix, and evaluation instrument should minimize faculty frustration in academic tour planning and conserve considerable time and energy.

6. The number of participants increased dramatically from 1978 to 1979, two to eighteen.

Recommendations

1. Utilize the checklist as a tour planning guide.

2. Watch for additions to the checklist caused by special purpose tours.

3. Begin planning a tour at least one year in advance.

4. Citizens' Band radios in each vehicle establishes a valuable communications network.

5. Air-conditioning is essential for long-term driving periods.

6. In general, don't drive longer than eight hours in a single day.

7. Pre-site visits are highly significant for planning purposes.

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BIBLIOGRAPHY

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APPENDIX A

Forms 1 through 14

1. Variable Sub-Title Course Request
2. Temporary Graduate Faculty Request
3. Tour Participant Release Form
4. Mankato State University Combined Cash Invoice and Receipt
5. Use of State Vehicles
6. Report of Independent Study or Problems Courses
7. Mankato State University Registration Form--Extended Campus Only
8. Mankato State University Registration Form--Fee Statement--Activity Ticket
9. Request for Admission to Class Mankato State University
10. Participant Evaluation of Tour Form
11. C.S. 1400, Payment for Obligated Charges
12. C.S. 1400, Refund for Overpayment
13. C.S. 1400, Refund for Participant Cancellation
14. C.S. 1400, Room Deposits

APPENDIX A, Form 1

VARIABLE SUB-TITLE COURSE REQUEST FORM

Workshops, In-Service Courses, Tours, Selected Topics Courses
and Similar Group Experiences
Mankato State University

COURSE _____
Program Number Title Credits

COURSE DIRECTOR _____ Soc. Security No. _____
Overload____ Part of Load____

Quarter/Year _____ Time _____

Dates _____ Contact Hours _____

LOCATION: Town _____

Building and Room _____

Will the enrollment be limited? _____ If so, state limit _____

Has this course been offered by your academic unit in previous years? _____

If yes, list years and enrollment _____

PURPOSE OF OFFERING (Be brief):

GROUP(S) TO WHICH OFFERING IS DIRECTED:

CONTENT OF COURSE (Be brief):

ASSIGNMENTS (If dual number courses, differentiate between graduate and undergraduate):

METHOD OF STUDENT EVALUATION (Include type of grading. A/F option must be included for graduate students).

CONSULTANTS (Name, position, source and amount of funding):

TO WHAT EXTENT WILL OUTSIDE AGENCIES BE INVOLVED:

	APPROVAL	DATE
Department Chairperson		
College Dean		
Graduate Dean		

(If graduate courses are involved, see reverse side)

FORM:Registrar's-pg.1/10-77

APPENDIX A, Form 2

Two Copies:
Dept. Chairperson
Graduate Dean

40

MANKATO STATE UNIVERSITY
School of Graduate Studies

Temporary Graduate Faculty Request

Professor's Name_____ Rank_____ Date _____

Education_____

Master's Degree Where When

_____

Major Field of Specialization Minor Specialization

_____

Quarter Hours Above Master's Degree Where When

Graduate quarter hours in field of specialization earned during the two years prior to the beginning date of the proposed appointment (applicable only to Temporary II caterory)._____

_____

Other Specialized Preparation Where When

Experience:_____

Public-Private Schools Where When

_____

College-University Where When

_____

Specialized Experience Where When

Term of appointment to begin on Sept. 1, _____
Year

Course(s) Professor will teach_____

Write a short paragraph describing why you are recommending that this professor should teach this course or these courses instead of having a regular member of the graduate faculty do so and tell why he/she is the best qualified person to teach the course(s).

_____ _____
Signature, Department Chairperson Signature, College Dean

Approved _____ Disapproved_____Date_____

_____
Signature, Dean of Graduate Studies

APPENDIX A, Form 3

MANKATO STATE UNIVERSITY

TOUR PARTICIPANT RELEASE FORM

The State of Minnesota through its State University Board on behalf of Mankato State University acts only in the capacity of assisting participants of

_____
(name of tour) (inclusive dates)

in the booking and coordination of tour itinerary to facilitate the administration for the undersigned participant of all matters pertaining but not limited to room accommodations, tours and transportation by whatever mode. Recognizing such, the undersigned hereby releases and holds harmless the State of Minnesota, State University Board, Mankato State University, and their officers, agents, and employees from any and all claims and liabilities of any type whatsoever and for damages to, loss or destruction of any property of participant and the property of a person, firm, corporation and/or other party and for injury to or death of any person or persons which may now or hereafter arise out of, result from, or be in any way connected directly or indirectly with the provisions of services noted above.

The undersigned further acknowledges that the State of Minnesota, State University Board, Mankato State University and its employees reserve the right at their discretion and without liability to change or alter any part of any itinerary without notice and for any reason whatsoever. Should the tour director decide that it would be in the best interest of the tour group, he or she may, after consultation with the appropriate Dean or Academic Affairs Vice President, make a determination that a specific individual(s) should not continue with the tour group.

_____
Participant's Signature

_____
Date

MANKATO STATE UNIVERSITY
CASH CONTROL P.O. BOX 12
MANKATO, MINNESOTA 56001

MANKATO STATE UNIVERSITY 79320

Combined Invoice and Receipt

Name and Address	Social Security No.	Billing Date	Due Date

MSU Use

Receipt Code	Amount	Description
	Total Amount Due	

1. PLEASE MAKE CHECKS PAYABLE TO MANKATO STATE UNIVERSITY.
2. PLEASE DETACH PINK COPY AS YOUR RECEIPT FOR PAYMENT.
3. PAYMENTS RECEIVED AFTER THE BILLING DATE OF THE CURRENT MONTH ARE NOT CREDITED TO THIS BILLING.
4. DATE PAID_____ AMOUNT_____

APPENDIX A, Form 4

CAO-38

USE OF STATE VEHICLES

No. 3748

Date to be used _____

Time: Leave _____ Return _____

Destination _____

No. of Passengers _____

Sedan _____ Other _____

Requested by _____

Driver(s) _____

Valid Driver License Yes ☐ No ☐

Dept. _____ P.O. Box _____

Account to be charged _____

APPROVED BY _____
(DEPT. CHAIRPERSON OR SCHOOL DEAN)

Purpose: _____

_____

MILEAGE

Vehicle No. _____

Ending _____

Beginning _____

Total _____

Times Rate *Sedan* 11¢ *Wagon* 13¢ *Van* 20¢

Total Amount Due _____

Completed form must be received by the Motor Pool Office, P.O.Box 63, Mankato State University before car may be authorized for use.

• FOR BUSINESS OFFICE USE ONLY •

ACCOUNT NO.	OBJ.	ENTRY CODE	REFERENCE NO.	DATE	AMOUNT	CREDIT ACCOUNT
	8 7 5	6 8				2 1 6 0 2 6 8 8 5
1 – – – – 6	7 – 9	10 11	12 – – – – 17	18 – – 21	42 – – – – – – – – – 51	59 – – – – – – – 67

APPENDIX A, Form 5

APPENDIX A, Form 6

MANKATO STATE COLLEGE
INSTRUCTIONAL MEDIA AND TECHNOLOGY PROGRAM

REPORT OF INDEPENDENT STUDY OR PROBLEMS COURSES

(Must be Processed before Request for Admission to Class is Signed)

Course No. _____ Title _____

Instructor _____ Student Name _____

Year _____ Quarter _____ Project Completion Date _____

Statement of the problem and work to be accomplished:

_____

_____

_____

_____

Dates on which each step or phrase of the work is to be completed. (The work should be so planned that it is evenly distributed over the term.)

Date	Phase
_____	_____
_____	_____
_____	_____

The following conference dates have been mutually agreed upon by student and instructor:

Date	Phase
_____	_____
_____	_____

Approved and signed by:

Student Signature: _____

Instructor Signature: _____

Program Leader Signature: _____

Final Grade _____

MANKATO STATE UNIVERSITY REGISTRATION FORM • EXTENDED CAMPUS ONLY

LAST NAME	FIRST NAME	MIDDLE OR MAIDEN

SOCIAL SECURITY NUMBER (must be entered)

Have You Ever Enrolled In Any Classes Offered By Mankato State? Yes ☐ No ☐

—Notice—
This Form Serves As Your Receipt, Activity Ticket, And Is Required For Any Schedule Change (DROP - ADD)

PERMANENT ADDRESS

☐ Check if this is a new address.

STREET:

CITY: STATE: ZIP:

Home Phone: Business Phone:

CURRENT TERM:
☐ Fall ☐ 1 SS
☐ Winter ☐ 2 SS
☐ Spring

PREVIOUS EDUCATION:
☐ Non-High School Grad.
☐ High School Grad.
☐ Some College
☐ College Grad.

COLLEGE GRADUATES ONLY:
Indicate Highest Degree Earned
Name of College
Address of College

DEPT. NAME	COURSE IDENTIFICATION: DEPT. NO.	COURSE	SEC.	check one: REG.	AUD.	P-N	CREDIT HOURS	COURSE TITLE
LOCATION							INSTRUCTOR	
LOCATION							INSTRUCTOR	
LOCATION							INSTRUCTOR	

Are You A Veteran? If Currently Under GI Bill Circle ⟶ VA

This registration must be sent to cashier by second class session

BUSINESS OFFICE

FOR OFFICE USE ONLY:
Adm. Date _____ Adm. B. _____
File No. _____ Res. _____
Sex _____ Class _____

APPENDIX A, Form 7

MANKATO STATE UNIVERSITY REGISTRATION FORM • FEE STATEMENT • ACTIVITY TICKET

LAST NAME	FIRST NAME	MIDDLE OR MAIDEN

SOCIAL SECURITY NUMBER

Have you attended Mankato State before? Yes ☐ No ☐

—Notice—
This Form Serves As Your Receipt, Activity Ticket, And Is Required For Any Schedule Change (DROP · ADD)

PERMANENT ADDRESS

STREET:

PHONE: CITY: STATE: ZIP:

LOCAL ADDRESS

STREET:

PHONE: CITY: STATE: ZIP:

CURRENT TERM:
☐ Fall ☐ 1 SS
☐ Winter ☐ 2 SS
☐ Spring

PREVIOUS EDUCATION:
☐ Non-High School Grad.
☐ High School Grad.
☐ Some College
☐ College Grad.

COLLEGE GRADUATES ONLY:
Indicate Highest Degree Earned
Name of College
Address of College

DEPT. NAME	COURSE IDENTIFICATION: DEPT. NO.	COURSE	SEC.	CHECK ONE: REG.	AUD.	P-N	CREDIT HOURS	COURSE TITLE	Time and Location (City If Off-Campus)

STUDENT'S COPY

FOR OFFICE USE ONLY:

Adm. Date _____ Adm. B. _____
File No. _____ Res. _____
Sex _____ Class _____

APPENDIX A, Form 8

REQUEST FOR ADMISSION TO CLASS
MANKATO STATE UNIVERSITY

Name:_____Quarter:_____Date:_____
Last First

Dept:_____Course ID:_____Credit Hours:_____

Title of Course:_____

Major:_____Minor:_____Classification:_____

Reason for Request:_____

_____

Student's Signature:_____

Authorization: The signature of the Department Chairperson is required for all general courses. The Instructor's signature is required only for special classes; such as, Special Problems, Private Music, Thesis, Individual Study, etc.

_____ _____
Instructor's Signature Dept. Chairperson's Signature
Instructor's Section #:_____

FORM:Registrar's-45/Rev.9-76

APPENDIX A, Form 9

PARTICIPANT EVALUATION OF TOUR

1. Participants Name: _____

2. Address: _____

3. City: _____ State: _____ Zip: _____

4. Phone: _____

5. Name of Tour: _____

6. Dates of Tour: _____

7. Name of sites visited: _____

_____

8. What were your objectives you hoped to achieve on this tour? _____

_____

_____

9. Were they met? ___ yes ___no. ___Very well ___Well ____Not well.

10. List below at least (5) five strong points and (5) weak points of this tour:

Strong Points	Weak Points
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

11. Did you have an opportunity to interact with the tour site personnel at each site? _____Yes _____No

12. Was enough time allotted for this entire tour? ____Yes ____No, if not where would you add? _____

a). Enough time at the Eisenhower Library: ____Yes ____No
b). Enough time at the Truman Library: ____Yes ____No
c). Enough time at the Hoover Library: ____Yes ____No
d). Enough time at the Iowa Masonic Library____Yes ____No

13. Of the (4) four sites visited, which gave you the most satisfaction?

_____

Why? _____

14. Do you believe you received all the necessary documentation prior to the trip? _____Yes _____No Any Comments: _____

_____

15. Did you expect more from your instructor/guide than you received?

___Yes ___No Explain: _____

_____

16. Were the objectives of the instructor/guide explained to you to your satisfaction? _____Yes _____No. How different would you have liked them? Explain: _____

_____

17. How well were the tour sites organized? _____Very Well _____Well _____Not well Comments: _____

_____

18. Would you have attended a pre-planning session at the University ahead of time if one had been scheduled? _____Not required _____Required. Explain why or why not: _____

_____

19. Would the attendance to a pre-planning session been to your advantage or disadvantage? _____Advantage _____Disadvantage Explain: _____

_____

20. Was the overall total cost of this tour worth what you received in return? _____Yes _____No Explain: _____

_____

21. What are your comments on the routes that were selected? _____

_____

22. Were you pleased with the rest of the travel arrangements?

_____Yes _____No Explain: _____

_____

23. How were the accommodations at the various motels that we stayed in?

Best Western Inn - Abilene, Ks. _____

_____

Holiday Inn N.E. - Kansas City, Mo. _____

_____

Holiday Inn Amana - Amana, Ia. _____

_____

24. What are your recommendations for future use of such a tour? ____

_____

_____

25. Would you consider another such tour next summer, if we were to visit the libraries of President William H. Taft, John Q. Adams, Franklin D. Roosevelt, John F. Kennedy and a possibility of the Library of Congress? _____Yes _____No

26. Any additional Comments: _____

_____

_____

CS 1400 (Rev. 8)

REQUEST FOR ACQUISITION

NO. 5952 (Void)

APPENDIX A, Form 11

51

A. DEPARTMENTAL REQUEST SECTION

ACCOUNT NO. (1–6)	OBJECT (7–9)
9 0 1 6 5 9	8 0 0

ACCOUNT TITLE
IMT Conferences

QUANTITY	DESCRIPTION OF ITEM OR SERVICE (FOR ADDITIONAL DESCRIPTION USE 8½ X 11 SHEETS) (ONLY THE FIRST 20 CHARACTERS WILL APPEAR ON REPORTS)	UNIT PRICE	TOTAL AMOUNT
	22 CS 5952 Name of Recipient 41		
	Payment for balance left on rooms reserved for Presidential Library Tour, June 10-13, course number MT 4/590 and also admission charges in connection with the tour.		

VOR NAME Participant Name

RESS Participant Address

, STATE, ZIP Participant City, State, and Zip.

ATURE Departmental Signature DATE

DEPT.

******* FOR BUSINESS OFFICE USE ONLY *******

EQUISITIONS

	REFERENCE (1–17)	DATE (18–21)	TOTAL AMOUNT (42–51)	D/C (52)

NCUMBRANCES

	P.O. NUMBER (1–17)	DATE (18–21)	TOTAL AMOUNT (42–51)	D/C P/F (52)	ALP/MER NO. (53–58)	REQ/REF (59–64)

ISBURSEMENTS

	P.O. NUMBER (1–17)	DATE (18–21)	TOTAL AMOUNT (42–51)	D/C P/F (52)	ALP/MER NO. (53–58)	VENDOR (59–64)

COPY 1

CS 1400 (rev. 7-80)

REQUEST FOR REQUISITION

NO. 5953 (Void)

APPENDIX A, Form 12

52

A. DEPARTMENTAL REQUEST SECTION

ACCOUNT NO.	OBJECT
9 0 1 6 5 9	8 0 0
1 6	7 9

ACCOUNT TITLE
Account Name

QUANTITY	DESCRIPTION OF ITEM OR SERVICE (FOR ADDITIONAL DESCRIPTION USE 8½ x 11 SHEETS) (ONLY THE FIRST 20 CHARACTERS WILL APPEAR ON REPORTS)	UNIT PRICE	TOTAL AMOUNT
	22 CS 5953 Recipient 41		
	Refund of $ _____ because of reduced transportation charges (switched from motor coach to station wagons) for MT 4/590 Presidential Library Tour, June 10-13, 1979		

OR NAME Participant Name

ESS Participant Address

STATE, ZIP Participant City, State, and Zip.

TURE Departmental Signature DATE _____ DEPT.

******* FOR BUSINESS OFFICE USE ONLY *******

QUISITIONS

	REFERENCE	DATE	TOTAL AMOUNT	D/C
	12 17	18 21	42 51	52

CUMBRANCES

	P.O. NUMBER	DATE	TOTAL AMOUNT	D/C P/F	ALP/MER NO.	REQ/REF
	12 17	18 21	42 51	52 53	58	59 64

BURSEMENTS

	P.O. NUMBER	DATE	TOTAL AMOUNT	D/C P/F	ALP/MER NO.	VENDOR
	12 17	18 21	42 51	52 53	58	59 64

REQUEST FOR REQUISITION

NO. 5955 (Void)

APPENDIX A, Form 13

53

A. DEPARTMENTAL REQUEST SECTION

ACCOUNT NO.	OBJECT	ACCOUNT TITLE
901659	800	ACCOUNT NAME

QUANTITY	DESCRIPTION OF ITEM OR SERVICE (FOR ADDITIONAL DESCRIPTION USE 8½ x 11 SHEETS) (ONLY THE FIRST 20 CHARACTERS WILL APPEAR ON REPORTS)	UNIT PRICE	TOTAL AMOUNT
	CS 5955 Recipient		
	Refund of $_____ upon cancellation of participating in MT 4/590 Presidential Library Tour, June 10-13, 1979 ($_____ cancellation fee charged after May 25, 1979-- his original down payment was $_____)		

VENDOR NAME Participant Name

ADDRESS Participant Address

CITY, STATE, ZIP Participant City, State, Zip.

SIGNATURE Departmental Signature DATE _____ DEPT.

******* FOR BUSINESS OFFICE USE ONLY *******

REQUISITIONS

REFERENCE	DATE	TOTAL AMOUNT	D/C

ENCUMBRANCES

P.O. NUMBER	DATE	TOTAL AMOUNT	D/C P/F	ALP/MER NO.	REQ/REF.

DISBURSEMENTS

P.O. NUMBER	DATE	TOTAL AMOUNT	D/C P/F	ALP/MER NO.	VENDOR

COPY 1

REQUEST FOR REQUISITION

NO. 5864 (Void)

APPENDIX A, Form 14

A. DEPARTMENTAL REQUEST SECTION

54

ACCOUNT NO. (1–6)	OBJECT (7–9)	ACCOUNT TITLE
901659	800	ACCOUNT NAME

QUANTITY	DESCRIPTION OF ITEM OR SERVICE (FOR ADDITIONAL DESCRIPTION USE 8½ x 11 SHEETS) (ONLY THE FIRST 20 CHARACTERS WILL APPEAR ON REPORTS) (22–41)	UNIT PRICE	TOTAL AMOUNT
	CS 5864 Motel Name Deposit for rooms reserved for faculty and students for Presidential Library Tour (MT 4/590) June 10, 1979. (Contact person: _____, Tour Director)		

FOR NAME Participant Name

ESS Participant Address

STATE, ZIP Participant City, State, Zip.

TURE Departmental Signature DATE _____ DEPT.

******* FOR BUSINESS OFFICE USE ONLY *******

QUISITIONS

REFERENCE (12–17)	DATE (18–21)	TOTAL AMOUNT (42–51)	D/C (52)

CUMBRANCES

P.O. NUMBER (12–17)	DATE (18–21)	TOTAL AMOUNT (42–51)	D/C P/F (52)	ALP/MER NO. (53–58)	REQ/REF (59–64)

BURSEMENTS

P.O. NUMBER (12–17)	DATE (18–21)	TOTAL AMOUNT (42–51)	D C P/F (52)	ALP/MER NO. (53–58)	VENDOR (59–64)

60 COPY 1

APPENDIX B

News Release

mankato
state
university
News Bureau, Box 13
Mankato, MN 56001
507-389-2523

NEWS

APPENDIX B

26 April 1979

REGISTRATION FOR PRESIDENTIAL LIBRARIES TOUR OPEN

Registration is still being accepted for a Mankato State University "Presidential and Special Libraries" four-day tour in three states June 10-13.

The chartered motorcoach tour will include stops at libraries and museums at Abilene, Kansas, home of Dwight D. Eisenhower; Independence, Missouri, home of Harry Truman; Herbert Hoover's birthplace in central Iowa; the Iowa Masonic Library in Cedar Rapids, Iowa; and the Amana Colonies. Deadline for tour payment is May 14. The tour will be led by Russell Amling, MSU assistant professor of library and media.

Cost of the tour, which includes transportation, three rooms with private bath, admission to three msueums, insurance, handling of baggage, tips and taxes, is $150 for double occupancy, $187 for single occupancy, or $135 for triple occupancy. Food and the cost of enrolling for credit are not included.

Two or three graduate or undergraduate credits may be earned. Additional information is available from Russell Amling, Box 19, Mankato State University, Mankato, Minnesota 56001, telephone (507) 389-6201 or 389-1965.

#

PL, PM, NW, SM, SSD

APPENDIX C

Brochure

PRESIDENTIAL AND SPECIAL LIBRARIES TOUR

HOOVER, TRUMAN, EISENHOWER, AND IOWA MASONIC

JUNE 10, 11, 12, & 13 1979

PRESIDENTIAL LIBRARIES TOUR

June 10, 11, 12, 13, 1979

JUNE 10th: This morning we begin our mini-study program of 'Presidential Libraries'. Our private charter motorcoach is equipped with air-conditioning, public address system, reclining seats and restroom facilities. Our route today will take us across southern Minnesota, Iowa, Nebraska and Kansas. Making our usual rest and meal stops, late this afternoon we arrive near Beatrice, Nebraska. Here we shall visit the Homestead National Monument. By visiting one of the first sites settled under the terms of the 1862 Act, we'll gain some insight into the pioneer spirit that attracted thousands of immigrants to settle over 120 million acres of public land. Early this evening we check into our comfortable accommodations at Abilene, Kansas.

JUNE 11th: Once a famous Kansas "cow town", Abilene is perhaps best known as the boyhood home of Dwight D. Eisenhower. This morning we shall visit the Eisenhower Center. Covering 15 acres of landscaped grounds, the center encompasses the Eisenhower family home, visitor center, museum, Chapel of Meditation and presidential library. Early this afternoon we leave Abilene and continue enroute to Kansas City, Missouri. After checking into our accommodations, you will have the remainder of the day to explore the many attractions of the Country Plaza and Kansas City area on your own.

JUNE 12th: Today we begin our day with an interesting visit to the hometown of the late President Truman, Independence. Here we shall visit the Harry S. Truman Library and Museum, which houses personal and official papers relative to his tenure as Chief Executive, a replica of Truman's office in the White House and grave site. This afternoon we follow a route that takes us through northern Missouri and central Iowa to Amana. We check into our accommodations early this evening.

JUNE 13th: We begin our morning with a visit to the Herbert Hoover National Historic Site. You'll have an opportunity to view Hoover's birthplace, a two-room cottage, a Quaker Meeting-house, and the presidential library, which is administered by the National Archives and Records Service. This noon we will visit the Iowa Masonic Library located in Cedar Rapids. Established in 1845, this Grand Lodge Masonic Library was the first in the country. Later we begin our drive homeward bound. This evening we arrive back in Mankato. . . the end of a most interesting and educational visit to many of our Nation's 'Presidential Libraries'.

CREDITS: 2 credits — graduate or undergraduate (an additional credit may be arranged with permission of instructor)
2 undergrad credits - resident, $23.30
non-resident, $44.30
2 graduate credits - resident, $48.00
non-resident, $48.00

REGISTRATION: June 10th
Mankato State University

FACULTY/TOUR DIRECTOR: Russell K. Amling, Box 19, Mankato State University, Mankato, MN 56001. (507-389-6201) or (507-389-1965)

COSTS: $30.00 Deposit required by May 1, 1979. Full payment deadline May 14, 1979.
$25.00 cancellation fee charged after May 25, 1979.

TOUR COST INCLUDES: Roundtrip transportation via motorcoach, accommodations with private bath for three nights, admission Eisenhower Center, Truman Museum, Hoover National Historic Site, adult accident and illness coverage for four days, baggage handling for one piece of luggage, all tips and taxes for above tour features.

APPLICATION

Name _____

Address _____

City _____ State _____ Zip _____

Business Phone _____ Residence Phone _____

____$30.00 Deposit Enclosed
____ Full Payment Enclosed

Make checks payable to: Mankato State University.

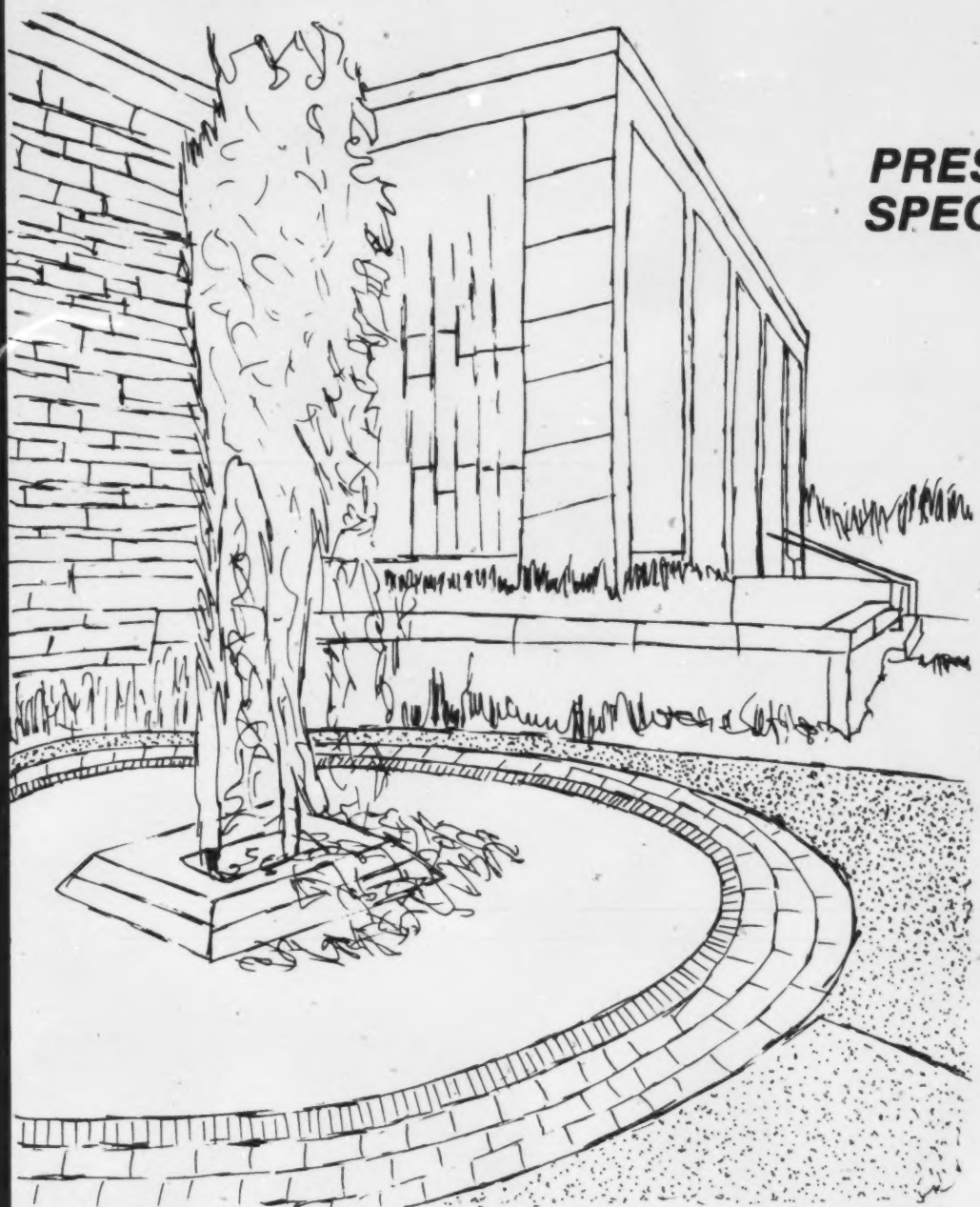
Please check type of accommodations desired:

____$150.00 Twin/Double Occupancy
____$187.00 Single Occupancy
____$135.00 Triple Occupancy

If you have a preference with whom your accommodations are to be with, please state:

_____

PRICES ARE BASED ON THE LIMITED ENROLLMENT — SEND IN RESERVATIONS EARLY.



PRESIDENTIAL AND SPECIAL LIBRARIES TOUR

HOOVER, TRUMAN, EISENHOWER, AND IOWA MASONIC

JUNE 10, 11, 12, & 13 1979

PRESIDENTIAL LIBRARIES TOUR

June 10, 11, 12, 13, 1979

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CREDITS: 2 credits — graduate or undergraduate (an additional credit may be arranged with permission of instructor)

2 undergrad credits - resident, $23.30
non-resident, $44.30

2 graduate credits - resident, $48.00
non-resident, $48.00

REGISTRATION: June 10th
Mankato State University

FACULTY/TOUR DIRECTOR: Russell K. Amling, Box 19, Mankato State University, Mankato, MN 56001. (507-389-6201) or (507-389-1965)

COSTS: $30.00 Deposit required by May 1, 1979. Full payment deadline May 14, 1979.
$25.00 cancellation fee charged after May 25, 1979.

TOUR COST INCLUDES: Roundtrip transportation via motorcoach, accommodations with private bath for three nights, admission Eisenhower Center, Truman Museum, Hoover National Historic Site, adult accident and illness coverage for four days, baggage handling for one piece of luggage, all tips and taxes for above tour features.

APPLICATION

Name_____

Address_____

City_____ State_____ Zip_____

Business Phone_____ Residence Phone_____

____ $30.00 Deposit Enclosed

____ Full Payment Enclosed

Make checks payable to: Mankato State University.

Please check type of accommodations desired:

____ $150.00 Twin/Double Occupancy

____ $187.00 Single Occupancy

____ $135.00 Triple Occupancy

If you have a preference with whom your accommodations are to be with, please state:

_____

PRICES ARE BASED ON THE LIMITED ENROLLMENT — SEND IN RESERVATIONS EARLY.

APPENDIX D

Receipt of Down Payment Letter

APPENDIX D

MANKATO STATE UNIVERSITY

RUCTIONAL MEDIA AND TECHNOLOGY/(507)389-1965 MANKATO, MINNESOTA 56001

April 27, 1979

We have received your check for downpayment of the Presidential Library Tour, and you also requested information on the three credit requirement.

Enclosed you will find a form "Report of Tour Study or Problem Courses" that you will need to fill out and return. I'm asking you what you would like to do for the one credit Tour Study; for example, a bulletin board display, slide composite, a comparison of your library reference area to the Presidential Libraries, etc. If you have an idea in mind, please let me know and I will then call you and discuss the matter. Please fill out the enclosed sheet and return.

Sincerely,

Russell K. Amling

RKA/vlh

Enc.

an affirmative action/equal opportunity employer

APPENDIX E

Tour Participant "go" Letter

APPENDIX E

MANKATO STATE UNIVERSITY

STRUCTIONAL MEDIA AND TECHNOLOGY/(507)389-1965 MANKATO, MINNESOTA 56001

TO: Tour Participant DATE: May 21, 1979

FROM: Russell K. Amling
Instructor & Tour Host

The Tour is GO! As I mentioned over the phone that if everyone consented the tour would be on. We will be leaving Mankato on Sunday, June 10, 1979 and return to Mankato on Wednesday, June 13, 1979.

CHANGE -- PLEASE NOTE!!! Departure from Mankato on Sunday, June 10 will be at 8:00 a.m. We will register for credit on the tour either Sunday evening or on Monday. The reason for the changes are that if the weather is hot at all we will want to be on the road early and the longest part of the tour is the first day's journey. We will eat our noon lunch on the road somewhere around Omaha, Nebraska.

Bring only one medium size suitcase each please.

The list of motels are as follows:
Best Western Inn - 2210 North Buckeye, Abilene, Kansas 67410
Holiday Inn Fun World (N.E. I-#435) - 7333 Parvin Road, Kansas City, Mo 64117
Holiday Inn Amana - Amana, Iowa (I-#80)

If you want to take any pictures, bring your own camera, film, and flash units with you as the cost may be a little higher at the Presidential Libraries. At some of the places the flash units will be restricted on their use and in certain places they are not allowed, so bring along some fast film with an A.S.A. of 400 or 200.

One of the vehicles will be for those who desire the non-smokers car. A map of the route was not available but we will be leaving Mankato on Highway #60 to Le Mars, Ia., #75 to Sioux City, Ia., I-#29 to Omaha, Neb., I-#80 to Lincoln, Neb., and #77 to Junction City, Ks., and I-#70 to Abilene, Ks.-- June 11, from Abilene, Ks. I-#70 to Kansas City, Mo., and I-#435 to the Holiday Inn -- June 12, from Kansas City I#35 to Des Moines, Ia., I-#80 to Amana, Ia. Holiday Inn -- June 13, Amana, Ia., to West Branch, Ia., then #218 to Cedar Rapids, #218 to Waverly, Ia., #3 to Hampton, Ia., #65 to Albert Lea, Mn. and then to Mankato.

If you will be parking a vehicle here on campus while you are on the tour, I would advise that you please send me the Make of car, color, and License number so I will be able to get you some parking stickers.

Your final payment of is due to Mankato State University by May 25th, 1979, and if you have further questions please don't hesitate to call me here at the university or at home (507-388-3938).

RKA/vlh

an affirmative action/equal opportunity employer

APPENDIX F

Rooming List

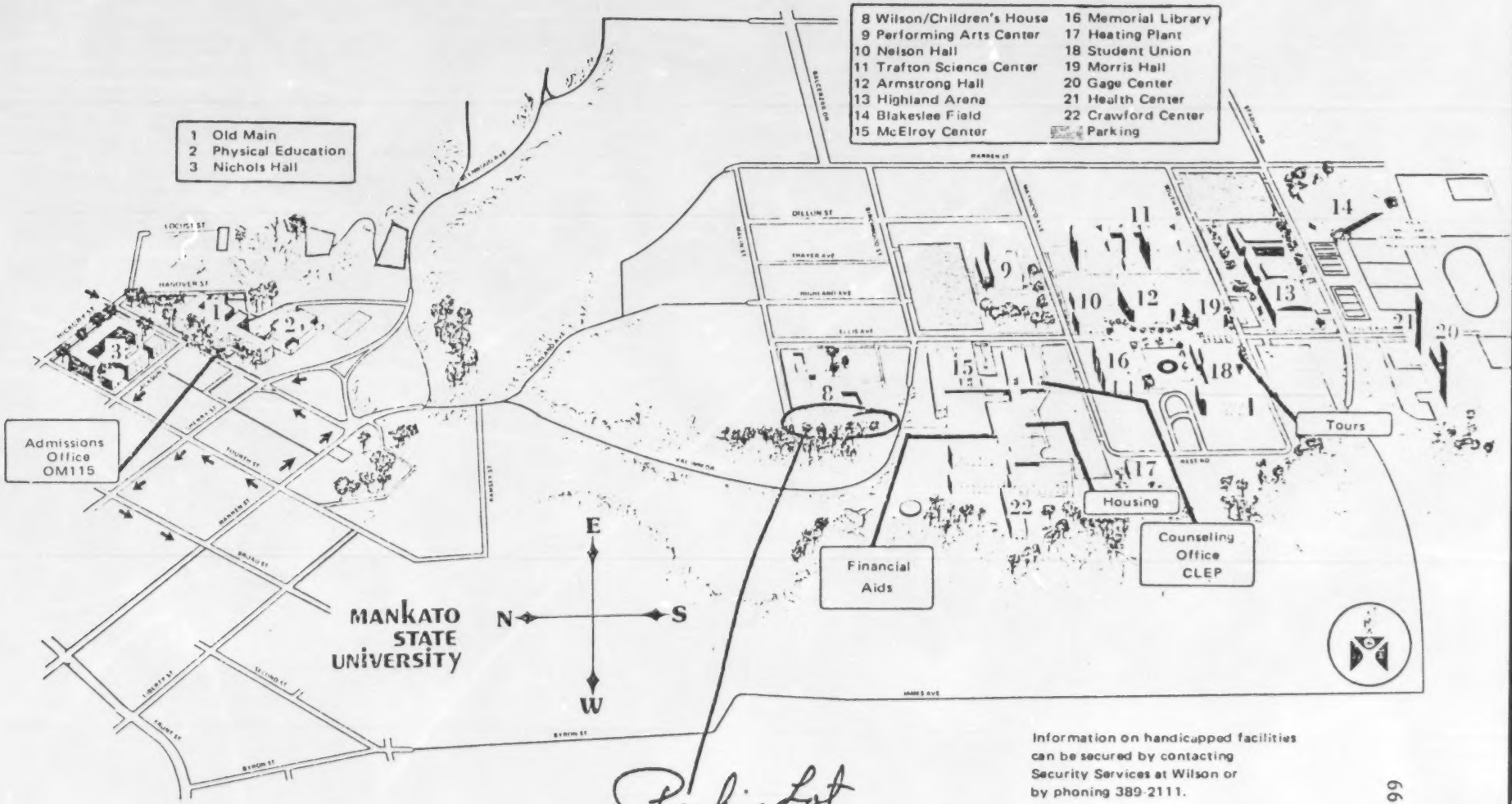
APPENDIX F

ROOMING LIST

1. Margaret Millard & Janice Nienow
2. Barb Hummer & May Cole
3. Elsie Littlefield & Lorraine Morrill
4. Martha Laine & Margaret Eubanks
5. Bill Potts (double)
6. Russ Amling & Frank Birmingham
7. Dorene Speer & Phyllis Daily & Donna Page
8. Maxine Thoreson & Jean Power & Evelyn Horton
9. Doris Neal & Carlienne Frisch & Brenda Amling
10. Charlotte Foss

APPENDIX G

Campus Map



Information on handicapped facilities can be secured by contacting Security Services at Wilson or by phoning 389-2111.

99

Parking Lot where we will meet

APPENDIX H

Informational Participants Letter

APPENDIX H

MANKATO STATE UNIVERSITY

TRUCTIONAL MEDIA AND TECHNOLOGY/(507)389-1965 MANKATO, MINNESOTA 56001

June 4, 1979

TO: Presidential Library Tour Participant,

From: Russell K. Amling

Parking and telephone numbers:

The day is drawing near for us to leave Mankato on the Presidential Library Tour. Enclosed you will find a map of the campus and it is marked as to where you are to park. I will be there in the parking lot waiting for you so I can show you where to park your car if you are leaving it here on campus while we are on the tour.

I neglected to give to you the phone numbers of the motels that we are going to stay at so these are their listings:

Best Western at Abilene, Ks. (913)263-2050
Holiday Inn N.E. Kansas City, Mo. (816)455-1060
Holiday Inn Amana, Ia. (319) 668-1175

Remember we want to leave as near 8:00a.m. as possible. We will see you this Sunday morning. Don't forget to bring your money for the registration of credits if you are taking this tour for any credits.

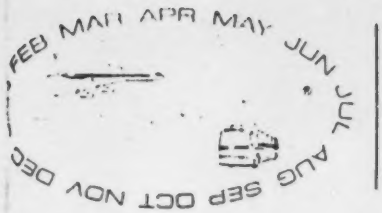
Sincerely,

Russell K. Amling

an affirmative action/equal opportunity employer

APPENDIX I

Tour Agent's Proposal



722 N. 3rd Street Milwaukee, Wisconsin 53203 (414) 271-0673

DAVID L. ROWLEY, President
FRANK PATRICK, Executive Vice-President

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February 3, 1979

Russ Amling
11 Skyline Dr.
Mankota, Minn. 56001

Dear Russ:

Enclosed you will find the specially prepared itinerary for your 'Presidential Library'Tour. I have followed your suggestions and allowed for ample time to visit all the requested Libraries.

You will note that after your program, I have summarized all the included features giving you the option of a program with or without meals. Two complimentary passages are included in this proposal. The cost of this program has been broken down so that you may operate the program with varying group size participation.

If this program is accepted 2-19, I would request immediate notification. Our Company would require a $40.00 per person deposit 45 days prior to the date of departure. Full payment is due 30 days prior to departure.

Full refunds will be made until fourteen days prior to departture. A $25.00 per person fee will be deducted from the refund in the event the cancellation occurs less than fourteen days prior to departure.

If you should have any questions, please do not hesitate to contact me.

Thank you for your inquiry.

Sincerely,
TRAVEL & TOUR SERVICE, INC.

Robert A. Habel
Director of Research

"PRESIDENTIAL LIBRARIES"

Prepared Especially
For
Mankato State University

"PRESIDENTIAL LIBRARIES"

JUNE 10th

This morning we begin our mini-study program of 'Presidential Libraries'. Our private charter motorcoach is equipped with air-conditioning, public address system, reclining seats and restroom facilities. Out route today will take us across southern Minnesota, Iowa, Nebraska and Kansas. Making our usual rest and meal stops, late this afternoon we arrive near Beatrice, Nebraska. Here we shall visit the Homestead National Monument. By visiting one of the first sites settled under the terms of the 1862 Act, we'll gain some insight into the pioneer spirit that attracted thousands of immigrants to settle over 120 million acres of public land. Early this evening we check into our comfortable accommodations (Eisenhower Inn) at Abilene, Kansas.

JUNE 11th

Once a famous Kansas "cow town", Abilene is perhaps best known as the boyhood home of Dwight D. Eisenhower. This morning we shall visit the Eisenhower Center. Covering 15-acres of landscaped grounds, the center encompasses the Eisenhower family home, visitor center, museum, Chapel of Meditation and presidential library. Early this afternoon we leave Abilene and continue enroute to Kansas City, Missouri. After checking into our accommodations (Hilton Plaza Inn), you will have the remainder of the day to explore the many attractions of the Country Plaza and Kansas City area on your own.

JUNE 12th

Today we begin our day with an interesting visit to the hometown of the late President Truman, Independence. Here we shall visit the Harry S. Truman Library and Museum, which houses personal and official papers relative to his tenture as Chief Executive, a replica of Turman's office in the White House and grave site. This afternoon we follow a route that takes us through northern Missouri and central Iowa to Amana. We check into our accommodations (Holiday Inn) early this evening.

JUNE 13th

We begin our morning with a visit to the Herbert Hoover National Historic Site. You'll have an opportunity to view Hoover's birthplace, a two-room cottage, a Quaker Meetinghouse, and the presidential library, which is administered by the National

Archives and Records Service. This noon we will visit the Iowa Masonic Library located in Cedar Rapids. Established in 1845, this Grand Lodge Masonic library was the first in the country. Later we begin our drive homeward bound. This evening we arrive back in Mankato...the end of a most interesting and educational visit to many of our Nation's 'Presidential Libraries'.

TOUR COST INCLUDES:

* Roundtrip transportation via motorcoach.
* Accommodations with private bath for three nights.
* (Program B will provide three American breakfasts)

  (Program C will provide ten meals - 3 breakfasts, 4 lunches, 3 dinners)
* Admission Eisenhower Center, Truman Museum, Hoover National Historic Site.
* Sightseeing as stated in the itinerary
* Adult accident & illness coverage for four days.
* Baggage handling for one piece of luggage.
* All tips and taxes for above tour features.
* Two complimentary passages will be granted the tour organizers

Respectfully submitted:

Robert A. Habel
Director of Research

The cost of your tour will be:

(PROGRAM A: NO MEALS)

Based on ___ paying passengers:

	Twin	Single	Triple
35	$125.00	$159.00	$110.00
30	$135.00	$170.00	$120.00
25	$150.00	$187.00	$135.00

(PROGRAM B: THREE MEALS)

Based on ___ paying passengers:

	Twin	Single	Triple
35	$140.00	$174.00	$125.00
30	$150.00	$185.00	$135.00
25	$166.00	$202.00	$150.00

(PROGRAM C: TEN MEALS)

Based on ___ Paying passengers:

	Twin	Single	Triple
35	$190.00	$225.00	$176.00
30	$203.00	$239.00	$188.00
25	$221.00	$258.00	$205.00

APPENDIX J

Site Confirmation Letter

APPENDIX J

MANKATO STATE UNIVERSITY

STRUCTIONAL MEDIA AND TECHNOLOGY/(507)389-1965 MANKATO, MINNESOTA 56001

May 21, 1979

Mr. Thomas T. Thalken,
Director
Herbert Hoover Presidential Library
West Branch, Iowa 52358

Dear Mr. Thalken:

This is to confirm the long distance phone conservation that I had with you over a month ago, about a tour of your library facilities.

Last year I was there and took a tour on my own and didn't get a chance to see that part of your facilities. I was there at the same time that you were celebrating the birthday of Herbert Hoover with Lowell Thomas being there that day. The areas that we would like to see would be the regular stacks, research stacks, research rooms, audio-visual and photo areas, restoration area etc.

There will be a total of 21 individuals that will be taking the tour. We will be arriving in West Branch the morning of June 13th. We would hope that it could be arranged for us to start the tour that morning at 9:00a.m. as we will be leaving for Cedar Rapids around noon or before to visit the Iowa Masonic Library there on our way back to Mankato that same day. Most of the participants on this tour are educators, librarians, students and others that are taking the tour just to see it.

If there is to be a particular person assigned to us would you please notify me so that I will be able to get in touch with the individual upon arrival at the Library.

Thank you knidly for giving us the opportunity of having this tour again and know that it will be as valuable to the group as it was to me last year.

Sincerely yours,

Russell K. Amling,
Instructor and Tour Host
Instructional Media and Technology Dept.
Memorial Library
Mankato State University
Mankato, Minnesota 56001

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APPENDIX K

Motel Confirmation Letter

APPENDIX K

MANKATO STATE UNIVERSITY

STRUCTIONAL MEDIA AND TECHNOLOGY/(507)389-1965 MANKATO, MINNESOTA 56001

TO: Manager - Jan
Best Western Inn

DATE: May 18, 1979

FROM: Russell K. Amling, Instructor & Tour Host
Instructional Media and Technology
Memorial Library, Mankato State University
Mankato, MN 56001

RE: CONFIRMATION OF ROOMS & ROOM LIST

This letter is a confirmation of our phone conversation on May 15, 1979. There will be 21 individuals arriving on June 10, 1979, and included is the room arrangement for your motel. At the writing of this letter, I'm not sure of the exact time of our arrival to your motel. When I decide as to the departure time from Mankato, I should have a better idea of time of arrival and will inform you of such. Would you please send us a written confirmation of rooms for our records.

RKA/vlh

an affirmative action/equal opportunity employer